

**CITY OF FALLS CHURCH  
AFFORDABLE HOUSING FUND**

**APPLICATION for PREDEVELOPMENT ACTIVITIES**

**Procedures**

1. Submit a preliminary proposal that generally describes the project's purpose, the project, predevelopment budget, organizational capacity and the costs. Preliminary proposals must be submitted to the City of Falls Church Housing & Human Services Division, 300 Park Avenue, Room 100W, Falls Church, VA 22046. Preliminary proposals may be submitted at any time.
2. After submission of preliminary proposal and receipt of comments from Affordable Housing Fund Committee (AHFC), complete and submit the application form and Final Proposal as outlined in the attached Proposal Outline. The Application Form and Final Proposal must be submitted no later than ten (10) days before the scheduled AHFC meetings.
3. Submit the Final Proposal and Application Form to the City of Falls Church, Housing and Human Services Division, 300 Park Avenue, Room 100W, Falls Church, VA 22046.

**CITY OF FALLS CHURCH  
AFFORDABLE HOUSING FUND  
PREDEVELOPMENT FUNDS APPLICATION  
(Part I of II)**

**Date:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Type of Project:** Acquisition \_\_\_\_\_ Rehab \_\_\_\_\_ New Development \_\_\_\_\_

**Construction:** Multi-family \_\_\_\_\_ Single Family \_\_\_\_\_ Specialized Housing \_\_\_\_\_ Reuse \_\_\_\_\_

**Population Served:** Families \_\_\_\_\_ Elderly \_\_\_\_\_ Special Needs (describe) \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Check one:** Nonprofit with 501c3 \_\_\_\_\_ For Profit \_\_\_\_\_ City \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount of Predevelopment Grant Funds Requested:** \_\_\_\_\_

## **PROPOSAL OUTLINE (PART II of II)**

### **Submission Requirements and Evaluation Criteria**

- I. Clear description of project
- II. Site Control Documentation
- III. Project Predevelopment Budget, Total project cost estimate, Predevelopment Timeline
- IV. Documentation of how project will benefit City beneficiaries
  - a. Priority preference shall be used in the selection of owners/renters and the following shall apply in establishing the order of priority for purchasers or renters:
    - i. Seniors & persons with disabilities who live in the City of Falls Church
    - ii. Non-seniors who live in the City of Falls Church
    - iii. Seniors & persons with disabilities who work FOR the City of Falls Church or its schools
    - iv. Non-seniors who work for the City of Falls Church or its schools
    - v. Seniors & persons with disabilities who work IN the City of Falls Church.
    - vi. Non-seniors who work in the City of Falls Church.
    - vii. Seniors & persons with disabilities who do not live in the City of Falls Church.
    - viii. Non-seniors who do not live in the City of Falls Church.
- V. Documentation of which income group will be served by project
  - a. Projects must serve households with gross incomes less than 80% of the area median income as defined by the U.S. Department of Housing & Urban Development.
  - b. Low-income means a household whose incomes do not exceed 60% of the area median income, adjusted for household size.
  - c. Moderate income means a household whose income is at least 61% and not more than 80% of the area median income.
  - d. Persons with disabilities include any persons who are unable to engage in any substantial gainful activity because of any physical or mental impairments that are expected to result in death or have lasted or can be expected to last continuously for at least 12 months.
  - e. Senior/elderly means any persons who are not less than 62 years of age at the time of application.
- VI. Experience of project applicant (e.g., résumés of applicant, previous project description)

Revised November 3, 2005